

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

NOTICE
NO. 24-60

21 November 1960

SUBJECT: Office of Training Annual Meeting

1. The annual meeting of all personnel of the Office of Training will be held in the R&S Building Auditorium from 1600 to 1700 hours on Thursday, 22 December 1960. All in attendance must be seated by 1600 hours. A minimum number of employees necessary for office telephone coverage will be exempt from attending the meeting.

2. All employees are invited to remain for a Christmas social gathering immediately following the meeting. All who attend are requested to contribute according to the following scale to defray expenses:

GS-4 and below	\$.50
GS-5 and 6	.75
GS-7 thru 10	1.00
GS-11 thru 13	1.50
GS-14 and above	2.25

Contributions should be turned in to appropriate Time and Attendance clerks who in turn will forward the money to [REDACTED] Room 130 [REDACTED]. Deadline for contributions is 9 December 1960.

[REDACTED]
MATTHEW BAIRD
Director of Training

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